

CD10-OWI-007

Revision A

EFFECTIVE DATE: July 12, 2000

ORGANIZATIONAL ISSUANCE

CD10

Employee Performance Communication System

APPROVING
AUTHORITY

NAME

TITLE

ORG

DATE

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Manager

CD10

7/12/00

DOCUMENT HISTORY LOG

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Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	NA	09-30-99	Baseline
Revision	A	07/12/00	Records paragraph revised and expanded

1. PURPOSE

This Organizational Work Instruction establishes Human Resources Department (HRD) policy for administering the NASA Employee Performance Communication System (EPCS).

2. APPLICABILITY

This Organizational Instruction is applicable to functions performed by HRD relative to the administration of EPCS.

3. APPLICABLE DOCUMENTS

NPG 3430.1, NASA Employee Performance Communication System (EPCS)
5 C.F.R. 293 Performance File System Records
5 C.F.R. 430 Performance Management

4. DEFINITIONS

HRD means Human Resources Department
EPCS means Employee Performance Communication System
C.F.R. means Code of Federal Regulations

5. INSTRUCTIONS

The NASA EPCS will be administered by the Human Resources Department in accordance with 5 C.F.R. 430 and the instructions contained in NPG 3430.1 and 5 C.F.R. 293

6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

EPCS evaluations must be recorded on MSFC Form 4282 (Appendix A).

9. RECORDS

Record Type: Employee Performance Files
Responsible Party: HRD Manager
Location: HRD File Room, Room 334, Building 4200.

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Retention Schedule: Employee performance files will be established, maintained and disposed of in accordance with the instructions contained in 5 C.F.R. 293 Subpart D (Employee Performance Communication System of Records (EPCS)).

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

None